



JULY 2016
FLSA: Non-Exempt

CHIEF FISCAL OFFICER – CONFIDENTIAL

SALARY RANGE

\$35.56 - \$50.03 Hourly
\$6,164.00 - \$8,672.00 Monthly
\$73,965.00 - \$104,062.00 Annually

DEFINITION

Under general direction, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records; prepares financial statements and statistical reports; provides information to SRTA staff, management, and governing board regarding accounting practices and procedures; reconciles general ledger accounts; processes reimbursement billings to all funding agencies; organizes and maintains accounting database systems; participates in the preparation of the SRTA's budgets and Overall Work Program,; prepares interim and year-end financial statements and audit schedules; performs day-to-day human resources administration and office management duties; assists with benefits administration; provides complex technical and responsible support to the executive director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the executive director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff and may oversee consultants on a day-to-day or project basis.

CLASS CHARACTERISTICS

This is a professional accounting classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting, financial record-keeping, payroll, day-to-day human resources, benefits administration, and risk management functions. Successful performance of the work requires extensive knowledge of generally accepted accounting principles; expertise in reporting and accounting under the Governmental Accounting Standards Board standards; the ability to implement the provisions of the Office of Management and Budget Circulars; fund accounting; fiscal management; and general office management. Incumbents will develop indirect cost rates and proposals as well as allocate costs. Must have extensive knowledge in the design and implementation of internal controls.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- In collaboration with external vendors, plans, manages, and participates in the operations and activities of the SRTA's accounting programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis, cash management, and payroll.

- Works with banks on deposits, electronic banking and lines-of credit.
- Maintains internal control policies and procedures. Will identify and draft new policies and procedures as required.
- Provides complex professional assistance in the administration and implementation of the SRTA's financial, revenue, budget, auditing, and accounting programs, including financial statements, , budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, capital assets, and payroll.
- Prepares monthly sales tax allocations and reconciles general ledger expenditures to ensure amounts are properly distributed.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Participates in the preparation of audited financial statements, audit schedules and reports for external auditors and provides assistance during the annual auditing process.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops a wide variety of financial reports and statements.
- Organizes and maintains the grants and accounting system databases; develops and produces customized reports; ensures and verifies accuracy of information.
- Reviews and processes grants invoices; monitors compliance with contracts and budgets; reconciles data from the grant database to the general ledger.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares and reviews quarterly and annual tax reports and returns; ensures compliance with applicable federal, state, and local laws, rules, and regulations.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Performs a variety of human resources administration activities related to recruitment, new employee orientation, and salary administration; coordinates classification and compensation administration.
- Performs risk management duties in matters relating to worker's compensation, liability, and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of regional government; provides professional and technical guidance and training to other staff and board members in accounting processes and procedures.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists the executive director with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, grant accounting, indirect cost allocations, internal accounting controls and the application to public agency operations.
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- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various state and federal agencies and benefit providers.
- Basic principles and procedures of human resources and benefits administration and risk management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the SRTA in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with vendors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SRTA staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Implement generally accepted accounting principles and reporting requirements of the Governmental Accounting Standards Board
- Interpret financial statements and monitor financial information of sub-recipients.
- Prevent and detect breakdowns in internal controls related to potential fraud and embezzlement.
- Assess and report to management organizational and industry financial risks.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee personnel and benefits records.
- Work closely with staff and management to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree with major coursework in accounting, finance, business or public administration, or a closely related field and five (5) years of responsible professional public accounting and auditing experience and/ or governmental accounting experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Possession of a valid license as a Certified Public Accountant.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.